

Proposed Records Retention Schedule - Application No. 93-300-1

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Division of Mental Health, Mental Retardation and Substance Abuse

Section/Unit: Information Systems and Program Evaluation
Environmental Health

Schedule Use: Division Wide

Schedule No.: Date:

Record Series Title: LOCAL FACILITY CONTINUOUS QUALITY
IMPROVEMENT QUARTERLY REVIEWS AND ALL ENVIRONMENTAL SURVEYS

Description: Documents relating to evaluating, reporting, monitoring and coordinating the clinical and administrative operations throughout hospitals / institutions.

Included are: Quarterly Review Reports containing clinical / administrative information such as cleanliness, therapeutic, linen / laundry, maintenance / safety dining room and vending machine environmental collective data, reports related to safety, medical records, medication room inspections, patient / resident / employee accident and injuries, objectives of organization and other areas related to continuous quality improvement. Environmental survey reports relating to dining rooms, Central Kitchen, quality air / water control and other required environmental health surveys.

File Arrangement: By organizational entity, thereunder by date of report.

Retention/Disposition Instructions:

Cut off files at end of each fiscal year as follows:

- 1) INFORMATION SYSTEMS AND PROGRAM EVALUATION
ENVIRONMENTAL HEALTH

Hold in current files area for 3 years; then destroy.

- 2) ALL OTHER HOSPITAL / INSTITUTION ORGANIZATIONAL ENTITIES

Maintain in current files area for 1 year; then destroy.

Confidential: No

Supersedes: 74-430 (12/24/74)

(93-300-1)

APPLICATION FOR RECORDS RETENTION SCHEDULE

FOR DHR USE ONLY

Application Date
10-27-93

Application Control Number
93-300-1

FOR ARCHIVES AND HISTORY USE ONLY

Control No. Schedule No. Date Received Date Completed

1. AGENCY NAME AND ADDRESS

Georgia Department of Human Resources
Division of Mental Health, Mental Retardation and
Substance Abuse
Central State Hospital
Information Systems and Program Evaluation
Environmental Health
Milledgeville, GA 31062

2. PERSON TO CONTACT Working Title Phone No.

Gerald Poe Records Management Officer 656-4366

3. ACTION REQUESTED

Amend 74-430

4. DATES OF SERIES

Earliest/Latest
1990 to Present

5. RECORDS SERIES TITLE

Local Facility Continuous Quality
Improvement Quarterly Reviews and all
environmental surveys

6. DIVISION AND OFFICE FUNCTION

Information Systems and Program Evaluation is responsible for generating the Quarterly Reviews. The process allows the Superintendent and Executive Staff to readily track the status of both clinical and administrative operations throughout the facility. Additional responsibilities include Continuous Quality Assurance activities and serving the facilities liaison to review agencies.

Environmental Health is responsible for safety / occupational health, pest control, refuse collection, environmental surveys of the dining rooms, food preparation areas, air / water quality control and other surveys related to environmental health.

7. RECORDS SERIES DESCRIPTION

See enclosed proposed Records Retention Schedule No.
93-300-1. Record Sample Also Enclosed.

8. MONTHLY REFERENCE RATE (for each organizational location)

1 to 6 months old: 8 ; 7 to 12 months old: 1 ;
13 to 24 months old: 0 ; 25 months or older: 0

9. ANNUAL RATE OF ACCUMULATION OF RECORDS

Letter Size Drawers: 8 ; Legal Size Drawers: ;
Shelves: ; Other (Specify):

10. QUESTIONNAIRE (Answered Yes Or No)

- Yes a. Is this the official copy of the series?
If not, where is it?
- No b. Does this series contain confidential information
requiring security handling? If yes, cite law or
regulation.
- No c. Is this a vital record?
- No d. Does this series have historical or long term research
value?
- No e. When one or two documents in the file make it
necessary to keep the entire file for a long period,
could these documents be scheduled separately?
- No f. Is the information in this series ever published? If
yes, attach copy.
- Yes g. Is the information contained in this series ever
analyzed and/or recorded in a summary report? If yes,
attach copy. See enclosed sample.
- Yes h. Is there a duplication of this series in your office,
or in another office or agency? If yes, where? See
proposed Records Retention Schedule No. 93-300-1.
- No i. Is this series (or a major part of it) regularly
microfilmed?
- Yes j. Does the record series result in a computer printout?
See enclosed sample.

11. RETENTION REQUIREMENTS. The following requires the series to be kept:

Division of MH/MR/SA Policy Memorandum 5.100 - Institutional Quality Assurance Activities.
Central State Hospital, Plan 8.10 Quality Improvement (Continuous).
1993 AMH Joint Commission, Quality Assessment and Improvement.
Rules of Department of Human Resources, Public Health Chapter 290.5-8-.14 Environmental Sanitation and Housekeeping.
(copies of above enclosed)

12. RECOMMENDED DISPOSITION INSTRUCTIONS

See enclosed proposed Records Retention Schedule No. 93-300-1.

DEPT. OF HUMAN RESOURCES APPROVAL SIGNATURES / DATES

Section Manager or
Director Signature Carol E. Rolando
Title DIRECTOR Date 11/3/93

Records Coordinator
or Alternate Signature Janet L. Moore
Title Records Coordinator Date 11/3/93

DHR Records
Management Signature Gerald Poe
Title RMO Date 12-14-93

The State Records Committee has authorized the approval of these disposition instructions for the record series described in the attached retention schedule application.

Edward Weldon
Edward Weldon
Secretary of State Designee

8-25-97
Date